



GREENBELT POLICE DEPARTMENT - GENERAL ORDERS

	Title: Parking Enforcement		Order #: 711	
	Effective Date: September 24, 2003	Review Date:		
	<input checked="" type="radio"/> New <input type="radio"/> Amends <input type="radio"/> Rescinds			
Approved by: Chief James Craze				CALEA 5 th Edition
CALEA Standard: 61.1.13				Pages: 3

01 PURPOSE: To provide guidelines and priorities for enforcing parking violations pursuant to the Greenbelt City Code.

02 POLICY: Discretion and safety are factors in all policing, and particularly in the matter of issuance of parking citations. Officers are expected to aggressively enforce parking violations that affect the safety of the public.

03 PARKING VIOLATIONS:

- A.** Officers shall place a priority on the following parking violations:
1. 11-39(1)E: Left wheels to curb or edge of street.
 2. 11-39(1)K: In area not designated for parking.
 3. 11-39(2)B: Within 15 feet of a fire hydrant.
 4. 11-30(2)C: Within 20 feet of approach side of; or within 10 feet beyond a crosswalk or intersection.
 5. 11-39(2)G: Within prohibited hours; or in excess of allowed time period of time.
 6. 11-39(2)H: In a posted no parking area.
 7. 11-39(2)J: Alongside yellow curb.
 8. 11-39(2)O: Within area posted for handicapped vehicles only.
 9. 11-39(3)C: With wheels more than 12 inches from curb.
 10. 11-40: Not within designated space
 11. 11:42 Prohibited from being parked during restricted hours.
 12. 11:42: In a posted fire lane or obstructing fire hydrant.
 13. 12-91: In a designated permit parking area without permit displayed.
- B.** The City Code lists numerous parking violations that are not classified by this

procedure as priority in nature. This does not preclude officers from taking action when these violations are encountered. For this reason officers are required to familiarize themselves with the City Code that pertains to parking violations.

04 HANDICAPPED PARKING ENFORCEMENT:

- A.** Enforcement of laws that protect the rights of persons with disabilities to full access to public and private property is essential. The Maryland Transportation Article and the City Code have laws that provide for handicapped parking and the issuance of handicapped plates, placards or stickers in addition to the placing of handicapped parking signs at private residences. There will be a zero tolerance policy for violations of this section. Officers will issue parking citations only; no warnings. Before issuing a citation to a vehicle that appears to be in violation, officers will:
1. Determine if the vehicle has proper registration plates.
 2. Carefully inspect the front window and dashboard to determine if handicapped permits are in those locations.
- B.** The Maryland Transportation Article states that it is a violation for a vehicle to park, stand or stop in front of a curb or a ramp that is designated for use by individuals with disabilities.

05 48-HOUR TOW NOTICES: When a complaint is received that a disabled, abandoned or unlicensed vehicle has been parked in violation of City Code a 48-Hour Tow Notice will be issued:

- A. Request a stolen check and owner's information from the vehicle's tag and/or vehicle identification number (VIN).
- B. If the vehicle is not stolen and is parked at the owner's address, the officer will make every attempt to notify the owner of the violation.
- C. If the owner is unable to be contacted, or if the vehicle is not listed to the address, a 48-Hour Tow Notice will be affixed to the vehicle's left front windshield.
- D. After the 48-hour period an officer will return to the location and impound the vehicle.

06 IMPOUNDING ILLEGALLY PARKED VEHICLES: Vehicles shall not be routinely impounded for parking violations. When possible, the officer will give the owner/operator a reasonable opportunity to remove the vehicle. Impoundment is authorized in the following circumstances:

- A. If the vehicle is parked or standing in a fashion that impedes the movement of traffic or blocks a driveway or entrance to any building or garage. If a vehicle is left unattended on any road, highway, alley or parking lot in a manner that constitutes a threat to public safety.
- B. If a vehicle is parked in a fire lane and interferes with the access to a fire hydrant, or interferes with the passage of an emergency vehicle (ingress/egress).
- C. If a vehicle is parked on a designated snow emergency route and interferes with the snow removal process.
- D. If a vehicle is parked in an area marked "No Parking Parade Route."
- E. For a 48-Hour parking violation.
- F. When exigent circumstances exist that endangers public safety, such as leaking gasoline or diesel fuel.
- G. When assisting the Department of Public Works with enforcement and

impoundment of vehicle parked in violation of official no parking signs during street construction/repair, leaf collection or bonafide emergency.

07 VOIDING PARKING CITATIONS: If a parking citation was issued in error and the matter is brought to the attention of the issuing officer, the officer will retrieve the citizen's copy of the citation and attach it to a memorandum explaining why the parking citation should be voided. The officer will forward the memorandum via his/her chain of command to his/her Division Commander or designee for final approval. Obvious errors may be voided by a member of the records unit with the approval of the Records Unit Supervisor.

08 ASSIGNMENT OF PARKING CITATION BOOKS: Officers will use citations issued by the Greenbelt Police Department for the enforcement of parking ordinances. All citations will be legible and written in black ink.

09 ISSUANCE OF PARKING CITATIONS:

- A. The parking citation is in four (4) parts, which must be placed together over a hard blank cover to insure transfer of information when citing a violation. Be sure to indicate correct fine according to violation.
- B. When removing a ticket from the book, make certain the next succeeding citation is not accidentally removed as well.
- C. The violator's copy will be placed on the vehicle or given directly to the operator of the vehicle.
- D. Parking citations shall be turned in at the end of the officer's tour of duty.
- E. Copy control:
 - 1. White: District Court
 - 2. Yellow: Violator's Copy
 - 3. Green: Department Copy
 - 4. Pink: Department Copy

10 PAYMENT OF PARKING

CITATIONS: Payment for parking citations may be mailed or paid in person at the City Offices or at the Police Department to Records personnel during the Records Unit's normal business hours. Other employees will not accept payment for parking citations.

